

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 11 April 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #15

I. SIGNIFICANT ITEMS - None

II. OTHER ITEMS:

25X1

--

~~SECRET~~

4. Surplus Vehicles - Eleven additional trucks have been declared surplus. Disposal instructions and authority have been requested from the Office of Logistics.

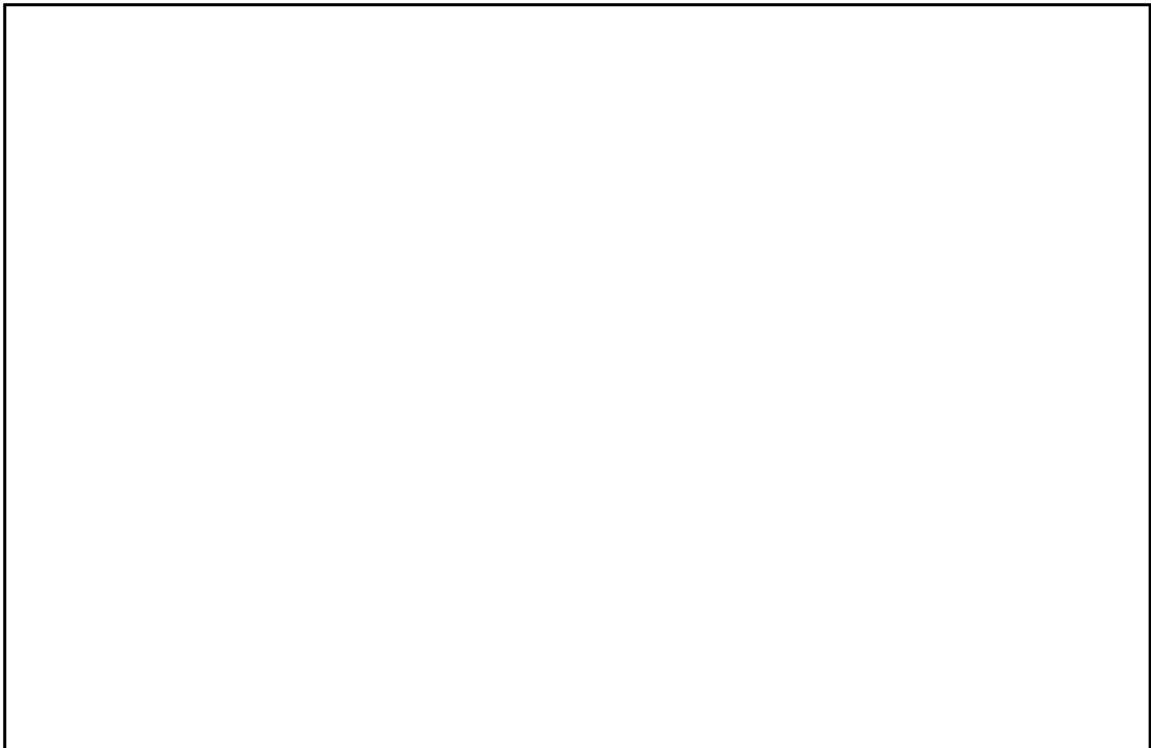
5. Air Conditioning - A memorandum to the Director of Logistics is being prepared requesting reconsideration of his disapproval for air conditioning the Graphic Aids Workshop, Supply Office in the warehouse, and the Security Building,



C. Covert Training Imprest Fund - A recent directive from Finance Division would require accountings for expenses for the operation of personal vehicles, which exceed five dollars, to be submitted directly to the Finance Division. The BFO/TR has requested Finance Division to reconsider the instruction since this seriously restricts the use of the fund.

D. FY 1957 Personal Services Budget Revision - Projected Personal Services estimates for FY 1957 are being revised in view of pending reallocation of positions in OTR components.

E. PERSONNEL ITEMS:



~~SECRET~~